



**Town of Culpeper
400 S. Main Street
Culpeper, VA 22701**

FOR IMMEDIATE RELEASE

Contact: Christopher D. Hively, Town Manager
Phone: (540) 829-8250

November 18, 2015

Request for Outside Agency Funding – Fiscal Year 2017

The Town of Culpeper is preparing their Fiscal Year 2017 Annual Operating Budget. Council has decided to only consider funding for Outside Agencies that provide services that advance the core service goals of the Town. To better evaluate the Outside Agency Funding Requests, funding requests will be reviewed by Town Staff with the primary goal of determining whether the request advances the core services of the Town and if so whether providing funding is the best use of the funds to advance those core service goals. If staff determines that providing funding is the best way to advance the Town's core service goals, the funding request will be included in the Budget request submitted for consideration by Council.

Currently the Town has the following core services whereby outside agency funding may advance their goals: Public Safety, Economic Development/Tourism, and Parks & Recreation.

Outside Agencies who would like to be considered for funding are required to submit a completed application by **January 15, 2016**.

The completed application shall include the following information:

- Agency Name, mailing address, contact information, email address, and website
- Federal Tax Identification Number
- Financial statements and/or audits for the past two (2) years
- Type of organization & services provided to the Culpeper community
- Identification of Town core service goal that funding will advance and anticipated impact
- Number of citizens served based on Town/County residence
- Detailed list of other funding sources
- Detailed list of investments and savings accounts held by the organization or to which the organization has access
- Provide detailed program impacts, *i.e. number of people who will be served, etc.*, if funding is provided by the Town
- Amount received from the County of Culpeper for FY16
- Amount of funding request to the County of Culpeper for FY17

Please provide this information to Kimberly Allen, Town Clerk, at our address above or by email at kallen@culpeperva.gov no later than **January 15, 2016**.

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